

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule.

Records unique to particular offices are addressed in individual office schedules.

August 2019

New Schedule Adopted

Multimodal and Transit Records Retention Schedule

See also the [General Records Retention Schedule](#).

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and

quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for its permanent records—in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium—paper, magnetic tape, film, etc.—and the quality of the environment in which it is kept—temperature, humidity, light, and air—determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

A Note about Electronic Records

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 “Electronic Records Management Software Applications Design Criteria Standard”:

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;
- C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
- D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for

large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered “reference” records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

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Multimodal and Transit Records Retention Schedule

See also the [General Records Retention Schedule](#).

US Department of Transportation Drug & Alcohol Testing

MMT 001

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Positive Tests

Verified positive drug test results; Alcohol test results 0.02 or greater; Refusals to tests; Referrals to Substance Abuse Professionals (SAP); Follow-up tests and schedules
Document testing programs covered under DOT drug and alcohol testing regulations

5 Years from End of Calendar Year

Destroy

Per 49 CFR 382.201; 219.901; 219.903; 655.71

August 21, 2019

MMT 002

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Negative Tests

Negative test results; Alcohol test results less than 0.02

Document testing programs covered under DOT drug and alcohol testing regulations

2 Years, Railroad; 1 Year, other from End of Calendar Year

Destroy

Per 49 CFR 382.201; 219.901; 219.903; 655.71

August 21, 2019

MMT 003

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

MIS Reports

Management Information Systems (MIS)

Annual Report documenting testing activity and result

5 Years from End of Calendar Year

Destroy

Per 49 CFR 382.201; 219.901; 219.903; 655.71

August 21, 2019

MMT 004

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Previous Employer

Records documenting drug and alcohol testing at previous employment

3 Years from End of Calendar Year

Destroy

Per 49 CFR 382.201; 219.901; 219.903; 655.71

August 21, 2019

MMT 005*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Collection Process**

2 Years from End of Calendar Year

Destroy

Per 49 CFR 382.201; 219.901; 219.903; 655.71

August 21, 2019

MMT 006*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Education and Training Records**

3 Years from End of Calendar Year

Destroy

Per 49 CFR 382.201; 219.901; 219.903; 655.71; See also GS 064 Training Records

August 21, 2019

Airport Records

MMT 100*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Airports and Aviation Regulations**

Municipal, state, and federal regulations unique to the operation of a municipally owned airport

Permanent

Archive

Formerly 1507 on Municipal Retention Schedule

Moved August 21, 2019

MMT 101*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Airports: Crash Rescue Operations**

May include a daily station log listing incidents and action taken, monthly activity reports documenting activities such as responses, inspections, vehicle mileage and maintenance, tours, and agents

5 Years and review for historical significance

Destroy; Archive records of historical significance

Formerly 1508 on Municipal Retention Schedule

Moved August 21, 2019

MMT 102*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Airport Safety Officer's Reports and Logs**

Record that reports incidents relevant to the safety operations of the airport

May include first aid reports, daily logs, incident reports, photographs, and safety officer's court appearance file

7 years

Destroy

Formerly 1509 on Municipal Retention Schedule

Moved August 21, 2019

MMT 103

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Security Gate Entrance Application and Card File

Records regarding clearance badges allowing badge holder entrance to the operations area

5 years after termination or retirement of the badge holder

Destroy

Formerly 1510 on Municipal Retention Schedule

Moved August 21, 2019

MMT 104

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Screening Activities Report

Monthly report to FAA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapon)

6 months - subject to FAA regulations

Destroy

Formerly 1511 on Municipal Retention Schedule

Moved August 21, 2019

MMT 105

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Airport Condition and Inspection Reports

Daily reports required by the FAA

May include the Light Inspection Report, Airfield Inspection Report, and Field Condition Report (NOTAM - Notice to Airmen)

6 months - subject to FAA regulations

Destroy

Formerly 1512 on Municipal Retention Schedule

Moved August 21, 2019

MMT 106

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Airport Maintenance Survey Records

Airport Pavement Maintenance Inspection Records

Documents Pavement maintenance management program

Inspection date; Location; Pavement Distress Type; Maintenance Scheduled or Performed

5 Years

Destroy

Per the Federal Aviation Administration: Public Law 103-305, section 107, amended Title 49, Section 47105, of the United States Code; Formerly 1513 on Municipal Retention Schedule August 24, 2010; Moved August 21, 2019

Transit Records

MMT 200

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Bus Route Planning File

Records used to establish and modify the city transit route system

May include ridership projection studies, maps, population surveys, schedule plans and modifications

10 years

Destroy

Formerly 1501 on Municipal Retention Schedule

Moved August 21, 2019

MMT 201

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Charter Bus Service Files

Records used in managing charter rentals of transit system buses to private groups

May include charter rentals, agreements, invoice statements, receipts, and correspondence

3 years

Destroy

Formerly 1502 on Municipal Retention Schedule

Moved August 21, 2019

MMT 202

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Daily Bus Passenger Reports / Drivers Daily Checklist

A summary report documenting ridership and usually statistics of all buses per bus route in the city transit system

May include operator name, number of type of fares, condition and appearance of airport shuttle buses and any maintenance problems

5 years

Destroy

Formerly 1503 on Municipal Retention Schedule

Moved August 21, 2019

MMT 203

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Transit Operation Receipts Summary Reports

Reports documenting total fares received

May include daily and monthly fares, ridership, revenue, route information, and fuel usage

5 years

Destroy

Formerly 1504 on Municipal Retention Schedule

Moved August 21, 2019

Railroad Records

MMT 300

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Railroad Accident/Incident Reports

Railroad Employee Injury and/or Illness; Alternative Record for Illnesses Claimed to be Work Related; Monthly List of Injuries and Illnesses; Highway User Injury Inquiry; Initial Rail Equipment Accident/Incident Record; Employee Human Factor Attachment; Notice to Employee Involved

Forms documenting accidents/incidents that are submitted to the Federal Railroad Administration

5 Years from End of Calendar Year

Destroy

This includes all forms required under 49 CFR 225.27

August 21, 2019

MMT 301

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Railroad Crossing Inventories

Grade Crossing Inventory

4 Years from Date of Submission

Destroy

Per 49 CFR 234.413

August 21, 2019

MMT 302

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Signal Tests

Signal-Result of Tests; Signal-Result of Periodic Tests

1 Year from End of Calendar Year; if testing is done only every 4 or 10 years, maintain previous test until superseded

Destroy

For Signal Installation or Modification records and related testing, see GS 069 Equipment Ownership and Maintenance Records

August 21, 2019

MMT 303

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Certification Records

Engineer Certification; Conductor Certification

Records related to certifications required by the Federal Railroad Administration to ensure only qualified individuals act as locomotive engineers or conductors

6 Years from Date of Last Action*

Destroy

Per 49 CFR 242 and 49 CFR 240; *Date of certification, recertification, denial or revocation

August 21, 2019

MMT 304

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Highway Rail Grade Crossing Warning System Records

Documents reported unsafe conditions at rail crossings and actions taken to address issues
May contain: nature of unsafe condition; location; time and date of receipt; reporter; actions taken; time and date of resolution; reason for no action

1 Year from Date of Last Action

Destroy

Per 49 CFR 234.313

August 21, 2019

MMT 305

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Roadway Maintenance Machines and High-rail Records

Documents inspections and repairs on equipment

1 Year from End of Calendar Year

Destroy

Per 49 CFR 214.523; 214.533

August 21, 2019

MMT 306

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Designated Personnel Lists

Designated Qualified Person Renewal and Track Inspection; Designated person Qualified to Inspect Railcars; Qualification of Railroad Testing Officer

Documents current staff qualified to perform specific types of inspections and training

Maintain current list and last superseded list

Destroy

August 21, 2019

MMT 307

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Track Inspection Records

Track Inspections; Inspection of Switches; Inspection of Crossings; Internal Defects Inspection
Document various inspection activities required by 49 CFR 213.4; 213.119; 213.233; 213.235

2 Years from End of Calendar Year; If Remedial action is taken, separate record of that action

1 Year

Destroy

Per 49 CFR 213.241

August 21, 2019

MMT 308

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Engine Inspection Records

Daily Inspections; Periodic Inspections; Annual Inspections; Biennial Inspections; Form FRA F 6180.49A; Blue Card; Locomotive Cab Noise; Locomotive Horn

Document various inspection activities required by 49 CFR 229

After meeting federal requirements for local retention, apply GS 101 Vehicle Operation Records

Destroy

August 21, 2019

Port Authority Records

Initial surveys of Port Authority records revealed no record series unique to these entities. Port Authorities should consult the Local Records General Records Retention Schedule. If any questions arise regarding port authority records, please contact Local Records, 573.751.9047